

NOTICE OF CORRECTION

DATE: November 20, 2019

EXAMINATION: REGIONAL CONSTRUCTION AND
MAINTENANCE SUPERINTENDENT, DMV

LOCATION: STATE-WIDE

CUT-OFF DATE: November 22, 2019

Please note corrections below:

The cut-off date has been extended to December 22, 2019.

The Training and Experience Questionnaire will be mailed in January/February 2020 to those candidates who meet the requirements for admittance to the examination as stated on this examination bulletin.

ALL OTHER INFORMATION REMAINS THE SAME.

**DEPARTMENT OF MOTOR VEHICLES, SELECTION AND CERTIFICATION
UNIT**



Regional Construction and Maintenance Superintendent, Department of Motor Vehicles Exam Code: 9MV13

Department: Department of Motor Vehicles

Exam Type: Departmental, Open

Cut-Off Date: November 22, 2019

CLASSIFICATION DETAILS

Regional Construction and Maintenance Superintendent, Department of Motor Vehicles (DMV) – \$5,387.00 - \$6,690.00 per month.

View [Regional Construction and Maintenance Superintendent, DMV classification specification](#)

APPLICATION INSTRUCTIONS

Cut-off Date: November 22, 2019

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination. Applications will not be accepted on a promotional basis. All applicants must meet the education and/or experience requirements by the cut-off date as stated on this examination announcement.

Once you have taken this examination, you may not retake it for twelve (12) months.

How To Apply:

You may apply:

Postmarked by mail to:

Department of Motor Vehicles
Selection and Certification Unit

Regional Construction and Maintenance Superintendent, DMV

P.O. Box 932315, MS E678
Sacramento, CA 94232-3150

Drop-off by 5 p.m. to:

Department of Motor Vehicles
Human Resources Branch
"Selection & Certification unit Drop Box"
2415 1st Avenue, 1st Floor Lobby
Sacramento, CA 95818

Indicate the Exam Code and Classification(s) on your Examination/Employment Application (STD. 678) in the "EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING" box.

*Examination/Employment Application (STD. 678) forms must be placed in the "Selection & Certification Unit Drop Box" by 5 p.m. on the cut-off date. Examination/Employment Application (STD. 678) forms postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted. Examination/Employment Application (STD. 678) forms will not be accepted via email or fax.

Dates printed on Mobile Bar Codes, such as Quick Response (QR) Codes provided by the United States Postal Service (USPS) are not considered "postmarks" for the purposes of determining timely submission of an application.

Examination/Employment Application (STD. 678) forms may be downloaded at the California Department of Human Resources' CalCareers website at www.calcareers.ca.gov. All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications/resumes received without this information will be rejected.

Please provide an active email address on your Examination/Employment Application (STD. 678) form, as you may receive important examination information electronically. (Delete if not a SurveyMonkey exam).

Special Testing Arrangements:

If you need special testing arrangements due to a verified disability or medical condition, please complete and submit the Accommodation Request (STD. 679) form with your Examination/Employment Application (STD. 678). You may also contact:

Department of Motor Vehicles
Selection and Certification Unit
2415 1st Avenue, MS E678
Sacramento, CA 95818

Phone 916-657-7553 or via the California Relay Service for the deaf or hard of hearing from TTY Phones at 1-800-735-2929, or from voice phones at 1-800-735-2922.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin by the final filing date to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", "II", or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement

EITHER I

Two years performing structural inspection duties in the class of Construction Inspector, or two years as a project engineer performing technical field inspection or supervision on major construction projects, or two years as general mechanical trades supervisor or Chief Engineer I in the California state service.

OR II

Three years of experience as a general mechanical contractor.

OR III

Four years of experience at the journeyman level as a Stationary Engineer in California state service.

POSITION DESCRIPTION

Under general direction, in a regional office of the Department of Motor Vehicles (DMV), a Regional Construction and Maintenance Superintendent, DMV, plans, coordinates, and budgets for the building maintenance and construction program; inspects the work of all building trades personnel assigned to accomplish building maintenance and construction projects and programs; supervises a small staff of tradespersons; and does other related work.

Positions exist Statewide.

EXAMINATION SCOPE

This examination consists of the following components:

EXPERIENCE EVALUATION QUESTIONNAIRE WEIGHTED - 100%

The examination will consist solely of an **Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Experience Evaluation process.

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each applicant's:

A. Knowledge of:

1. Methods, materials, tools, and equipment used in construction, maintenance, and repair work including carpentry, electrical, plumbing, painting, paving, and concrete work with major emphasis in refrigeration, heating, ventilation, and air conditioning.
2. Basic purchasing techniques and practices including proper use of various materials and supplies and their acceptable substitutes.
3. Building codes, industrial safety orders, and provisions of the California Occupational Safety and Health Act.
4. Rules and regulations affecting construction and repair work.
5. Cost and materials estimating, budgeting, and basic contract requirements.
6. Principles of effective supervision.
7. The Department's Equal Employment Opportunity Program objectives.
8. A Manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

B. Ability to:

1. Read, interpret, and write technical reports.
2. Schedule, assign, supervise, coordinate, oversee, and inspect the work of craftspersons of various construction specialties and maintenance personnel engaged in new construction, repair, and maintenance of existing structures and facilities.
3. Communicate effectively, both verbally and in writing.
4. Act as an advisor to managers on all phases of proper preventive maintenance and construction procedures.
5. Read and interpret blueprints.
6. Do simple drafting and work from plans and specifications.
7. Draft specifications.
8. Keep accurate records and reports.
9. Effectively contribute to the Department's equal employment opportunity objectives.

SPECIAL PERSONAL CHARACTERISTICS

Good interpersonal skills and willingness to travel.

ADDITIONAL DESIRABLE QUALIFICATION

Education equivalent to completion of the twelfth grade.

Bulletin Release Date: October 24, 2019

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Motor Vehicles. Candidates may only be tested once in a 12-month period. This 12-month period begins from the effective date of the eligible list. Names of successful competitors are merged onto the eligible list in order of final scores. Names will remain on the list for a period of 12 months.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veteran status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will **not** be added to the final score of this examination.

TESTING DEPARTMENT

Department of Motor Vehicles

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, including reasonable accommodation for this testing process, please contact:

Department of Motor Vehicles
Selection and Certification Unit
P.O. Box 932315, MS E678
Sacramento, CA 94232-3150
Phone: (916) 657-7553

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the deaf or hard of hearing, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

Bulletin Release Date: October 24, 2019

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection and Certification Unit at (916) 657-7553 three weeks after the final filing date if they have not received their notice.

If a candidate's notice of oral interview or Performance Test fails to reach them three days prior to their scheduled appointment due to a verified postal error, they will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Examination/Employment Application (STD. 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your CalCareers Account at www.calcareers.ca.gov.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The Department of Motor Vehicles reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Criminal Record Clearance Information: Some positions, within various divisions of the Department of Motor Vehicles, are subject to fingerprinting and criminal records check requirements. The Department of Justice and Federal Bureau of Investigation will complete this check. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Veterans' Preference: Veterans' Preference will be awarded as follows: (1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. (2) An entrance examination is defined under the law as any open competitive examination. (3) Veterans' Preference is not granted once a person achieves permanent civil service status. The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.calcareers.ca.gov and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.